



GSA Subsidy Administration Payment Policy Army Fee Assistance (AFA) Program

The GSA Subsidy Administration Section on behalf of the U.S. Army is providing you with information regarding our payment process to ensure that all Families benefits are paid in a timely manner. Each type of care and associated child care cost will now be on a separate invoice; therefore multiple invoices may be received.

- 1) To receive payment, all child care providers must complete and submit a properly completed Invoice & Attendance Form to the GSA Subsidy Administration Section for payment. They should be submitted via email at armyinvoices.childcare@gsa.gov or via fax at **816-926-3642**. For invoices submitted to any other email address, the GSA cannot guarantee that payment will be made in a timely manner.
- 2) Each Invoice & Attendance Form must be completed in its entirety. A sample is shown below.
 - a. Period of Service
 - b. Attendance Record
 - c. Total Cost and Balance Due Portion. GSA has provided preprinted invoices with each new enrollment, which include the Sponsor/Family Portion (the amount that the family must pay prior to the provider invoice being paid by GSA). The Child Care Provider must write in the Total Cost, Sponsor/Family Portion paid and the AFA Balance Due. By entering this information the Sponsor/Family and Provider are confirming the current total cost, Sponsor/Family Portion has been paid and the Total AFA billed is accurate.
 - d. Signature of the Child Care Provider. The Child Care Provider must sign the invoice, certifying that the child attended the center for the period of service listed and that the Total Cost indicated on the invoice is the correct cost charged to the Family for that period of service.
 - e. Signature of the Service member, spouse, or designated Power of Attorney (POA). This signature is certification that the information on the invoice is correct – that the Family received child care for the indicated period of service and that they were billed the amount shown on the invoice.

Standard Monthly Invoice

Army Fee Assistance (AFA) Invoice & Attendance Form

Provider: COUNTRY VILLAGE PRESCHOOL INC.
Address: 17727 MENTMORE BOULEVARD
LAND O'LAKE, FL 34638

Remit to Address: 17727 MENTMORE BOULEVARD, LAND O'LAKE, FL 34638
Email Address: SHARON@COUNTRYVILLAGEPRESCHOOL.COM #N/A
Tax ID # 383931753 & 00001 Component Army
Phone # 813-920-8700 Fax # 813-920-5785
Sponsor Name: JOHN L SMITH Child Name: AMANDA SMITH

To complete the attendance record, use the appropriate code below or enter the number of hours of care provided.

FD	PT	D	SP	NC	SH	T	PB
Full day care provided	Part time care provided	Daily	School-age full day	No Care / No Charge	School holiday	Child Care Services TERMINATED	Previously billed

Attendance & Billing Record

Month of Service: September 2015

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FD	FD	FD	FD			FD	FD	FD	FD	FD			FD	FD
FD	FD	FD				FD	FD	FD	FD	FD			FD	FD

Sponsor/Family Recertification Date: 10/1/2015
Billing Method: Monthly
Calculation Type: (0-5) Not in School - Full Week Care

Current Child Care Billing

Total Child Care Cost \$ 771.33

Less Sponsor/Family Required Amount \$ 582.00

Total AFA Billed \$ 189.33

Approved Army Fee Assistance

Total Approved Cost: \$771.33

Less Sponsor/Family Required Amount: \$582.00

Total Approved AFA: \$189.33

*If the Total AFA being billed is different, the GSA will issue the Approved AFA amount until the Family's file can be updated accordingly. Adjustments will be made once the update to the Family file is complete.

Provider Signature: Cindy Dugan

Sponsor Signature: John L Smith

Providers or parents who misrepresent information used to calculate Fee Assistance may have their Fee Assistance terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.

Return completed Invoice & Attendance Form via any of the following:

Fax: (816) 926-3642
Email: armyinvoices.childcare@gsa.gov
Questions: (866) 908-0371

Mail: General Services Administration / Attention: Child Care
2500 Main Street - 3 SE
Kansas City, MO 64108

VII

Army 2015-02

- Month and Year of child care service being billed
- For each day of the month, add the code for the attendance of the child, from the list above the table
- Enter the Total Cost of the care
- Enter the Sponsor/Family amount paid
- Enter the Balance due (total cost less the family portion)
- Child Care Provider Signature
- Sponsor Signature

U.S. General Services Administration

2300 Main Street – 2SE, KCMO 64108

Tel: (866) 508-0371 • Fax: (816) 926-3642

armyinvoices.childcare@gsa.gov

Army 2015-03



GSA Financial and Payroll Services Division
External Services Branch (BCED)

4 & 5 Week Monthly Billing

Army Fee Assistance (AFA) Invoice & Attendance Form

Provider: COUNTRY VILLAGE PRESCHOOL INC
Address: 17727 MENTMORE BOULEVARD
LAND O'LAKE, FL 34638
Remit to Address: 17727 MENTMORE BOULEVARD, LAND O'LAKE, FL 34638
Email Address: SHARON@COUNTRYVILLAGEPRESCHOOL.COM #N/A
Tax ID # 383931753 & 00001 Component Army
Phone # 813-920-8700 Fax # 813-920-5785
Sponsor Name: JOHN L SMITH Child Name: ANDREA SMITH

Use the attendance record below to enter the number of hours of care provided:
FD Full day care provided PT Part Time care provided D Daily
SF School-age full day SP School-age part time NC No Care / No Discharge
SH School holiday T Child Care Services TERMINATED PB Previously billed

Attendance & Billing Record

Month of Service: September 2015

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
16	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
17	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
18	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
19	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
20	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
21	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
22	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
23	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
24	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
25	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
26	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
27	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
28	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
29	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
30	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
31	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD

Sponsor/Family Recertification Date: 10/1/2015
Billing Method: Weekly
Calculation Type: (0-5) Not in School - Full Week Care 4 & 5 Week Month
Day of Week Billing is Based Upon: Thursday

Current Child Care Billing: 4
Number of Weeks: 4
Total Child Care Cost: \$ 540.00
Total Approved Cost: \$640.00
Total Approved Cost: \$676.00

Less Sponsor/Family Required Amount: \$ 456.65
Less Sponsor/Family Required Amount: \$456.65
Less Sponsor/Family Required Amount: \$676.01

Total AFA Billed: \$ 83.35
Total Approved AFA: \$62.36
Total Approved AFA: \$104.19

*If the Total AFA being billed is different, the GSA will issue the Approved AFA amount until the Family's file can be updated accordingly. A adjustment will be made once the update to the Family file is complete.

Provider Signature: Cindy Daycare Provider
Sponsor Signature: John L Smith

Providers or parents who misrepresent information used to calculate Fee Assistance may have their Fee Assistance terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.

Return completed invoice & Attendance Form via any of the following:
Fax: (816) 920-3642 Mail: General Services Administration / Attention: Child Care
Email: ArmyInvoices.Childcare@gsa.gov 2300 Main Street - 2 SE
Questions: (866) 508-0371 Kansas City, MO 64108

VII Army 2002-02

- Month and Year of child care service being billed
- For each day of the month, add the code for the attendance of the child, from the list above the table
- Based upon the day of week your billing is based upon, enter the number of weeks for the month of service
- Enter the Total Cost of the care
- Multiply the Sponsor/Family Portion by the number of weeks and enter the total Sponsor/Family portion for the month
- Enter the Balance due (total cost less the family portion)
- Child Care Provider Signature
- Sponsor Signature

- Invoices should be submitted as follows:
 - For Monthly billing, invoices may be submitted on or after the 20th of the month.
 - For Hourly or Daily Care, invoices should be submitted on or after the last day of the month.
 - Invoices must be submitted **within 60 days** of period of service being rendered. Failure to submit invoices within a timely manner may result in the Child Care Provider not receiving payment.
 - It is a shared responsibility of the Service member and Child Care provider to ensure that the Invoice & Attendance Records are accurate. Discrepancies may result in delayed payment.
- Downward cost adjustments may occasionally occur due to individual situations, such as prorating Monthly costs due to vacation or illness. The Child Care Provider must ensure that the Total Cost indicated on the Invoice & Attendance Form reflects the **actual** total cost charged to the Family so that GSA can correctly calculate the subsidy amount for that period of service.
- In the event that the Child Care Provider, or the Family, finds that there has been an overpayment or underpayment of benefits, you must inform GSA immediately at armyinvoices.childcare@gsa.gov in order to resolve the issue promptly, or else risk being removed from the program.
- Providers are required to reimburse Families or credit their account for Fee Assistance received. Failure to do so may result in disqualification from the program and repayment of funds to the GSA. Please refer to the billing and payment reconciliation sections of the Provider Handbook and Family Handbook.

If you have any questions or need any additional assistance, please visit our website at <http://gsa.gov/childcaresubsidies> and from the left hand navigation choose either U.S. Army Fee Assistance or For Providers or feel free to contact us at childcareprovider@gsa.gov or (866) 508-0371.